

WARRICK COUNTY HEALTH DEPARTMENT

107 W. LOCUST, SUITE 204

BOONVILLE, IN 47601

(812) 897-6105, EXT. 5

BEGINNING A RETAIL FOOD ESTABLISHMENT IN WARRICK COUNTY, IN:

We understand there are always questions when thinking about what you need in order to open and operate a restaurant, and this checklist is designed to get you started, but you have to remember this checklist is not exhaustive; the comprehensive information is found in the **Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-24**, which can be viewed and downloaded at <http://www.in.gov/isdh/21062.htm>.

The questions and list below will help you share your information with the local inspector and other authorities when the time comes to make contact with them. Once you've gone through this list, you should have a better idea of what you'll need before you break ground, buy an existing establishment, buy something you think might work, or begin anything other than collecting information.

- 1) What type of business do you desire to open and operate?

- 2) What city do you want to open your business in?

- 3) Where is the location of the proposed establishment?

- a. Does the establishment already exist? Yes ☐ No ☐
- b. Is the establishment a new construction? Yes ☐ No ☐

- 4) What is the projected start date of the project?

- a. Do you have a proposed layout of the restaurant? Yes ☐ No ☐
- b. Do you have a proposed menu? Yes ☐ No ☐

- 5) You will need to submit plans to the authorities:

- a. Health Dept? Yes ☐ No ☐
- b. Zoning? Yes ☐ No ☐
- c. Planning? Yes ☐ No ☐
- d. Building? Yes ☐ No ☐
- e. Septic (if necessary)? Yes ☐ No ☐

- 6) Have you determined what meals you will be serving?

- a. Breakfast? Yes ☐ No ☐
- b. Lunch? Yes ☐ No ☐
- c. Dinner? Yes ☐ No ☐

- 7) What type of service are you considering?

- a. Sit down meals?
- b. Take out?
- c. Caterer?
- d. Pre-order?
- e. Carry-out only?
- f. Mobile Vendor?
- g. Other?

- 8) If you are considering operating out of your home, you need to know that you must provide a kitchen that is not accessible from the home. The entrance to the business kitchen must be only accessible from outside the home. **All kitchens must be approved by the Warrick County Health Department.**

The following questions are designed to help you see what you have and what you need regarding equipment:

- 9) You will need to use a commercial dish machine or a 3-compartment sink.
- Which will you be using?

 - If you are considering a commercial dish machine, you need to know that is not the same thing as an amped up dish machine for a home. You will have to purchase or rent a machine that is capable of washing and sanitizing your dishes and utensils in a matter of seconds.
 - Something to consider: It would be wise to install a 3-compartment sink even if you're going to be primarily using a dish machine. When the dish machine fails, you'll need a way to clean and sanitize your dishes/utensils, and some pieces of cooking dishes are too large for dish machines in order to remain open for business.
 - A 3-compartment sink must not have any seams.
- 10) You have two choices of sanitizing your dishes and utensils:
- Hot water? Yes ☐ No ☐
 - Chemical? Yes ☐ No ☐
- 11) All dish machines must have temperature gauges that can be checked throughout the day.
- 12) You'll want to make sure you have enough drain boards/utensil racks/carts for air drying the equipment and utensils.
- 13) Regarding your water supply:
- Is your water supply public or private? Yes ☐ No ☐ (if public, skip next question)
 - If private, has the source been tested? Yes ☐ No ☐
- 14) Regarding your waste water system:
- Is the sewage disposal system public or private? Yes ☐ No ☐ (if **public**, skip next question)
 - If you have a septic system, has this system been inspected and approved for the desired usage by the state or local septic inspector? Yes ☐ No ☐
- 15) You will need at least one hand sink in the food preparation area and one in the dishwashing area, but more may be required depending on the layout of the facility. The hand sink is for hands ONLY.
- Do you know how many hand sinks will be provided? Yes ☐ No ☐
 - If so, how many?

- 16) Will your water heater be large enough and will its recovery time be adequate to take care of the needs of the restaurant? Yes ☐ No ☐
- 17) All toilet room doors are required to be self-closing.
- 18) All toilet rooms will need to be equipped with ventilation systems.
- 19) As for the interior, the floors, floor coverings, walls, wall coverings, and ceilings must be designed, constructed and installed so they are smooth and easily cleanable.
- Floor covering such as carpet is not allowed in food preparation areas, walk-in refrigerators, ware washing areas, toilet rooms, refuse storage rooms, or other rooms where the floor is subject to moisture.

- b. Wall and ceiling covering and attachments in dry storage areas can be interior bricks, concrete, porous blocks, but they must be made smooth, nonabsorbent, and easily cleaned.

- 20) What types of equipment will you be using for hot and cold storage of foods?
 - a. Frozen Food: 0 degrees F?

 - b. Cold Food: 41 degrees F?

 - c. Hot Food: 135 degrees/165 degrees F?

- 21) After you have thought about these questions, we invite you to complete our **Application for Plan Review**. This application will go over some of the things this checklist has asked you and give you directions on where to find these requirements in Indiana's **Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-24**.

- 22) After you have filled out and returned this application to our office, we will review the plan and then walk with you through the different phases of preparing your business.

- 23) During the construction and installation phase you will need to call our office and set an appointment for the inspector to visit your site to verify you have everything you need.

- 24) Once construction and installation are complete and before you stock the restaurant with food and supplies, you will need to contact our office again and set up an appointment for your final inspection.

- 25) After the final inspection, the inspector will fill out your Retail Food Permit and you can then pay for and pick up your permit at the Warrick County Health Department.